

1. Fill in the blank: \_\_\_\_\_ is how a project manager makes use of productivity tools and creates processes. The project manager may need to use certain tools and processes to do tasks like create a schedule and share information. 1 / 1 point

- ☐ Removing unforeseen barriers
- ☐ Budgeting and controlling costs
- ☒ Planning and organizing
- ☐ Managing tasks

☒ Correct  
As a project manager, you will be in charge of how your team shares information and communicates progress.

2. Fill in the blank: \_\_\_\_\_ is how a project manager keeps track of the team's workload, ensures that things are getting done within a set period of time, and demonstrates progress to people outside the immediate team, like stakeholders. 1 / 1 point

- ☐ Budgeting and controlling costs
- ☐ Removing unforeseen barriers
- ☒ Managing tasks
- ☐ Planning and organizing

☒ Correct  
By managing tasks, project managers will ensure the activities to complete the project are getting done by team members.

3. Fill in the blank: \_\_\_\_\_ is how a project manager oversees the financial components of a project and mitigates project issues and risks as they come up. 1 / 1 point

- ☐ Managing tasks
- ☐ Removing unforeseen barriers
- ☐ Planning and organizing
- ☒ Budgeting and controlling costs

☒ Correct  
Project managers are in charge of overseeing the resources a team needs to complete a project and how much it will cost.

4. Fill in the blank: A cross-functional project team is a team that has \_\_\_\_\_. 1 / 1 point

- ☐ similar skill sets and works toward a common goal

- ☒ diverse skill sets and works toward a common goal
- ☐ diverse skill sets and works toward individual goals
- ☐ similar skill sets and works toward individual goals

☒ Correct  
It's helpful if your team has members with different skills and experiences. This diversity will make your team more likely to overcome multiple challenges.